

## Volunteer Statement of Responsibility – Incursions/Excursions Volunteer



### Volunteer Purpose

Volunteers make a highly valuable contribution to our school community and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

### Purpose of Position

The purpose of an excursion-based volunteer is to assist the school community in the provisioning of school incursions and excursions.

### Key Contributions

Under the direction of the relevant staff member undertake tasks such as:

- Guiding and monitoring students in transit to the incursion/excursion experience
- Supporting students, either individually or in groups, to engage with the incursion/excursion experience
- Preparing and clearing way materials in support of the incursion/excursion experience

### Volunteer safeguarding responsibilities

All volunteers must adhere to the Volunteer and Other Personnel Code of Conduct and the following standards of conduct in the course of their engagement as a volunteer.

#### DO

- Promote the best interests and human rights of children and young people.
- Treat all children and young people and with dignity and respect.
- Respect the diverse backgrounds, characteristics and beliefs of children and young people.
- Create environments that are inclusive and culturally safe for all children and young people.
- Listen and respond to the views and concerns of children and young people.
- Maintain proper personal and professional boundaries with children and young people.
- Respect and protect the privacy of children and young people.
- Actively manage risks to the safety and well-being of children and young people.
- Promptly report all abuse concerns, disclosures, complaints and incidents.
- Take prompt action to ensure the safety of a children and young people who may be at risk of abuse.

#### DO NOT

- Have unnecessary or unauthorised physical contact with a child or young person.
- Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
- Be excessively familiar or develop a 'special relationship' with a child or young person.
- Use abusive, obscene or sexual language towards or in the presence a child or young person.
- Show a child or young person sexual or pornographic images.
- Interact with children or young people while under the influence of liquor or drugs.
- Unlawfully supply a child or young person with liquor or drugs.
- Unlawfully disclose personal or sensitive information about a child or young person.
- Take or share images of a child or young person without full and proper consent.

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- Unlawfully discriminate against a child or young person.

### Working with Children Check Requirements

- All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are exempt. A volunteer who is a parent of a child attending the school is exempt.